

# CITY OF WHEELING



2516 MAIN STREET  
P.O. BOX 6348  
WHEELING, WEST VIRGINIA 26003

Water Pollution Control Division  
(304) 234-3874 (Telephone)  
(304) 234-3873 (FAX)  
fit4ak@aol.com (e-mail)

## NOTICE TO PROSPECTIVE BIDDERS

The City of Wheeling is soliciting sealed, competitive bids for ¾ Ton Cargo Van

Sealed bids will be received in the City Manager's Office, Room 302, City-County Building, until 2:00 P.M. on the 18<sup>th</sup> day of November 2010, at which time all bids will be publicly opened and read aloud. The City Manager will then determine which bid best serves the interests of the City, taking into consideration the quality of the articles or service to be supplied, their conformity with specifications, the price, delivery terms, and the service reputation of the vendor. The determination by the City Manager must then be ratified by City Council, and upon such ratification, the successful bidder will be notified that his bid has been accepted, and that he is to perform his contract within the time and in the manner stated in the bid. Payment will be made upon invoice after delivery and a reasonable period for inspection and testing.

A copy of the specifications is available at the office of the City of Wheeling WPCD, 2516 Main Street, Wheeling, WV 26003-0800. The phone number is (304) 234-3874 and the fax number is (304) 234-3873. All bids must be made on the "Solicitation of Bid" form available in that office, and submitted to the City of Wheeling, 1500 Chapline Street, Room 112, Wheeling, WV 26003 in a **specifically - colored yellow envelope**, which envelope must be sealed. Bids shall be considered to be offers, and their effective date shall be the date of the bid opening. A bid may be considered unresponsive if it does not state delivery date and terms, if it is not signed, or if it does not indicate the length of time the offer remains open. The statement as to the open offer must be separately signed. The City expects that bidders shall leave their offers open for at least 60 days.

Notice of acceptance will be in the form of the City's standard Purchase Order, which form will be sent to the successful bidder and which will make reference to the bid form previously submitted.

The City reserves the right to reject any and all bids.

10-28-10  
DATE

REF H  
CITY MANAGER

Bulletin Board, City-County Building, Wheeling, WV